# Recovery Works DARMHA Manual

DARMHA information updated as of December 2019

DARMHA is **only** to be used by DMHA certified treatment providers who have completed the Recovery Works application process. Recovery Residences levels 1-3 will not utilize DARMHA.

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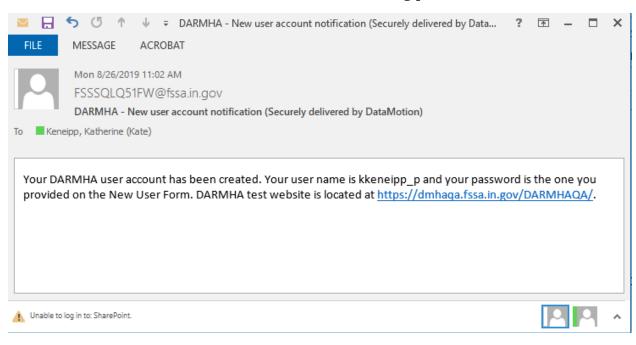
#### DARMHA Enrollment

All Recovery Works participants who are receiving services at a DMHA certified treatment provider MUST first be enrolled in DARMHA (Data Assessment Registry Mental Health and Addiction). Once a participant is enrolled in DARMHA, agencies may bill in WITS (Web Infrastructure for Treatment Services).

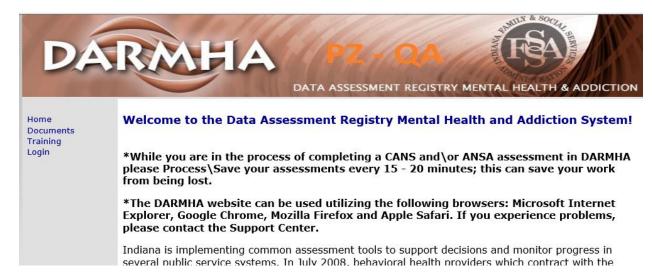
- 1. Go to the DARMHA website. The website address is: https://dmha.fssa.in.gov/DARMHA
- 2. Log in using your unique log in information. If you do not have a DARMHA log in, go to the Recovery Works help desk (JIRA) at you will need to turn in a "DARMHA New User Form" to the Recovery Works <a href="https://dmha.fssa.in.gov/helpdesk/?div=dmha">https://dmha.fssa.in.gov/helpdesk/?div=dmha</a> and submit a ticket with the form attached. The form can be found on at the Recovery Works website, <a href="https://www.RecoveryWorks.fssa.IN.gov">www.RecoveryWorks.fssa.IN.gov</a>. We will confirm that your agency is registered in DARMHA. If your agency is not in DAMRHA, we will work with you to get the "DARMHA Provider Registration Agreement Form" completed.

## Login New User

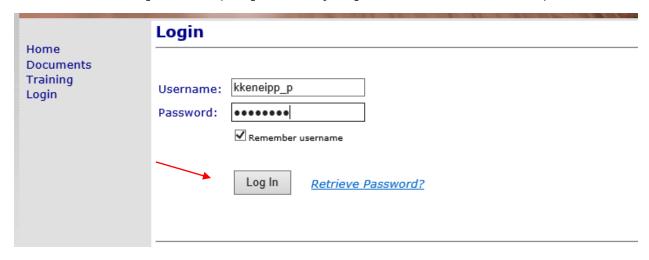
1. You will receive an email that looks like the following picture:



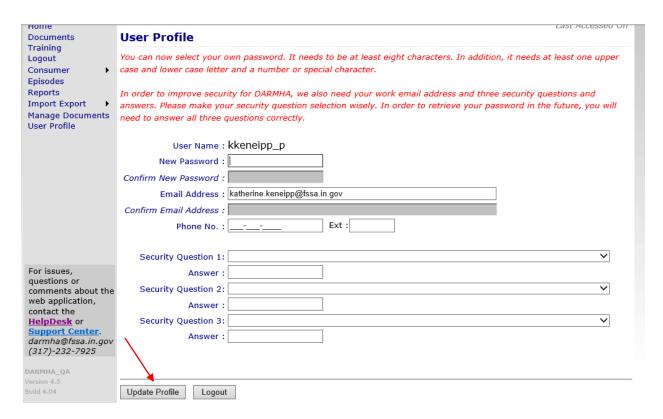
2. Click the link provided in the email. You will be taken to the DARMHA application.



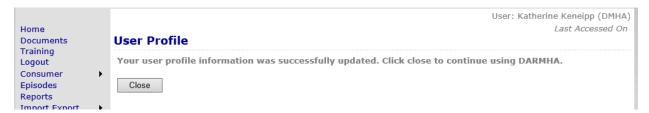
3. Select the 'Login' link. You will be taken to the Login screen. Enter your username and password (the password you put on the New User Form).



4. Select the 'Log In' button. You will be taken to the User Profile screen.



5. Fill in the required fields. You must confirm your email address. When finished, select the 'Update Profile' button. You will see the following screen when you have successfully made the updates required.



6. Click the 'Close' button and you will be taken to the 'Consumer Search' screen.



### Find or Create Consumer

1. Search for the individual you would like to add. If there is "No Records Found," click "Add New Consumer." If they exist, move to Step Five.

			,		1
Home Documents	Consumer Se	earch			User: Tina Smith (DMHA) Last Accessed On 12/10/2019 11:29:34 AM
Training Logout Consumer Episodes	Last Name :	Rose		Birth Date :	111
Reports Import Export	First Name :	Violet		SSN:	
Admin Admin Contracts	Internal ID :			Medicaid #:	
Admin Tools/Algos ► User Profile	DARMHA ID : Search Rese	et			
	No Records Foun	d!			
	Add New Consumer				

2. Fill the Consumer page out and click "Insert."

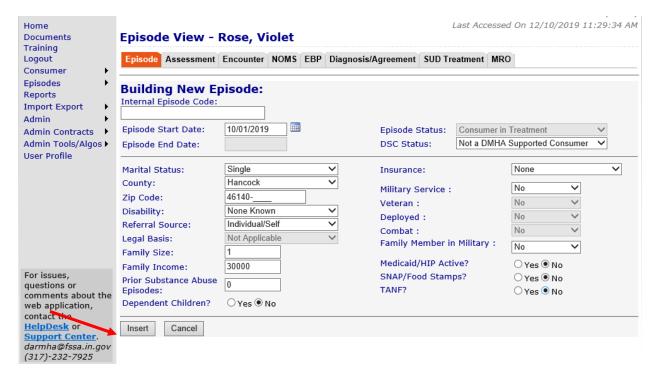
					User: Tina Smith (DMHA)			
Home				La	st Accessed On 12/10/2019 11:29:34 AM			
Documents Training	Add Consumers							
Logout								
Consumer Episodes Reports Import Export	First Name:	Violet	L	ast Name:	Rose			
	Middle Name:	Poppy	s	uffix:				
	Mom's Maiden:	Clover		irth Date:	01/01/1945			
	Gender at Birth:		_	SN:	104-23-6005			
Admin	Gender at Birth:	Female V						
Admin Contracts >		T elliale •	i	ledicaid/HIP ID #:				
Admin Tools/Algos ▶	Internal ID:		] E	thnicity:	Not Hispanic/Latir ✓			
User Profile	Paca (Chaosa all	that apply):						
	Race (Choose all that apply):  African American or Black							
			the Black racial groups of A	Africa.				
	American Indian and Alaska Native							
	People having origins in any of the original peoples of North and South America (including Central America), and who							
	maintain tribal affiliation or community attachment.							
	Asian							
	People having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.							
	✓ Caucasian or White							
For issues, questions or	- caacastan		the original neonles of Euro	one the Middle Ea	st or North Africa			
comments about the	People having origins in any of the original peoples of Europe, the Middle East, or North Africa.  Native Hawaiian and Other Pacific Islander							
web application,			the original peoples of Haw	aii, Guam, Samoa	, or other Pacific Islands.			
contact the	☐ Other Single Race							
HelpDesk or Support Center.		ther race categorie	s apply.					
darmha@fssa.in.gov	What is the consumer's primary language? English							
(317)-232-7925	Does the consumer understand and communicate proficiently in English?   Yes  No  Not Applicable							
DARMHA QA			. ,					
Version 4.5								
Build 4.04								
	Insert Canc	el						

# Create Episode

1. Click "Create Episode."



2. Fill the Episode page out and click "Insert." The DARMHA required data manual is available on the Manuals section of the Recovery Works website if you need help determining what to enter in each box.

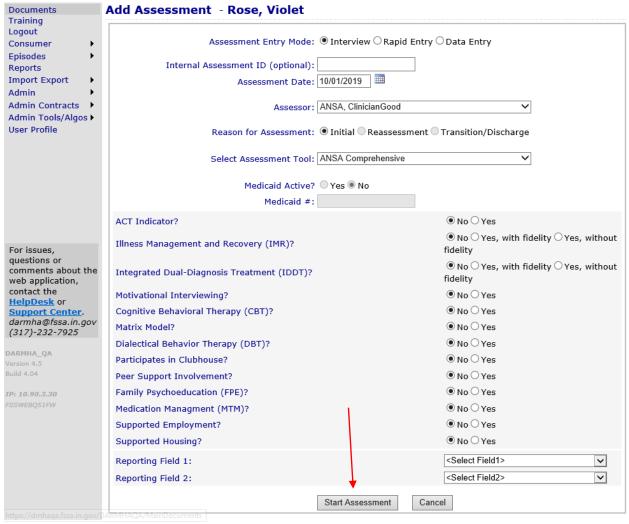


#### Create Assessment

1. Click the Assessment tab at the top of the page, and click "New."

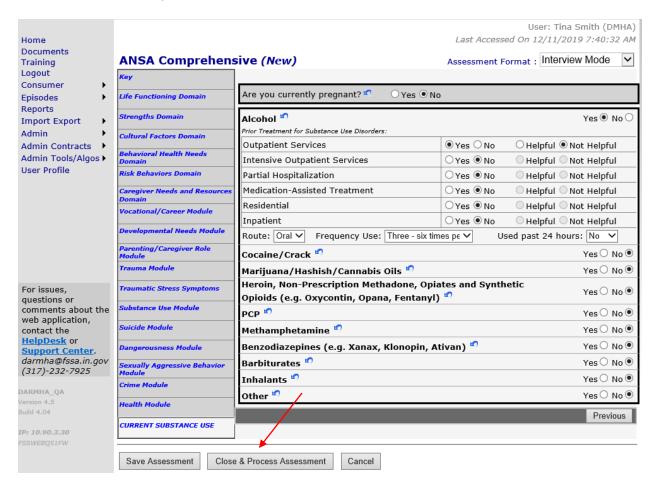


2. Fill out the Assessment in "Interview" mode to get all of the questions and answers on the screen. Please remember that the Assessor <u>must</u> be ANSA certified and an active user in DARMHA. If you are not ANSA certified please go to <a href="https://www.tcomtraining.com">https://www.tcomtraining.com</a> to setup an account on the Praed Foundation website. Begin by Answering the Evidence Based Practice questions and click "Start Assessment."

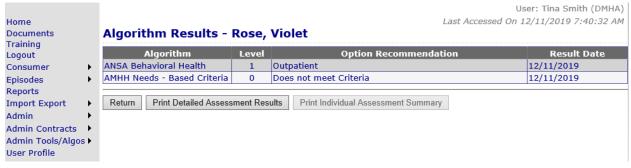


3. Move through each Domain and Module answering the assessment questions.

#### When finished, click "Close & Process Assessment."



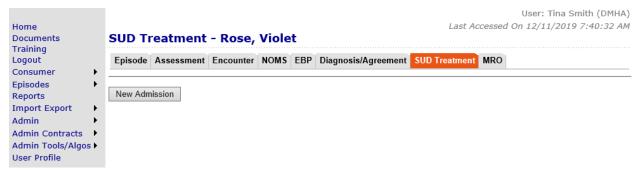
Once you Close & Process Assessment the Algorithm results appear letting the user know what Level of Need the consumer meets.



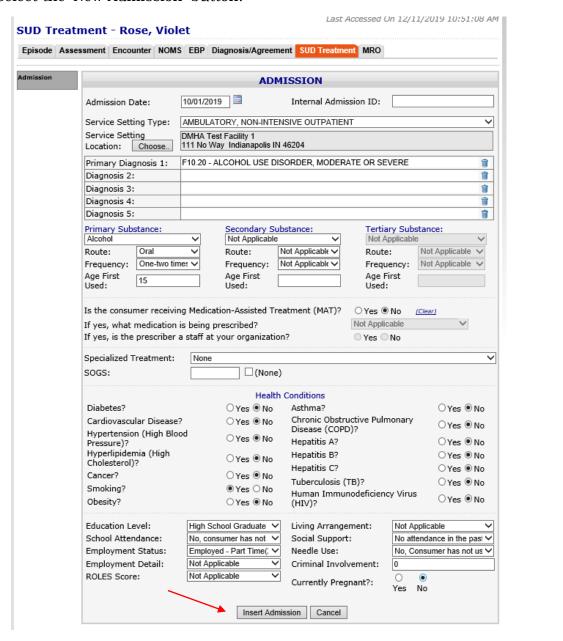
Click return to go back to Episode View.

# Create SUD Admission

1. An SUD Admission is needed when you begin treatment. Select the 'SUD' tab.



2. Select the 'New Admission' button.



3. Fill in the required fields and select the 'Insert Admission' button.

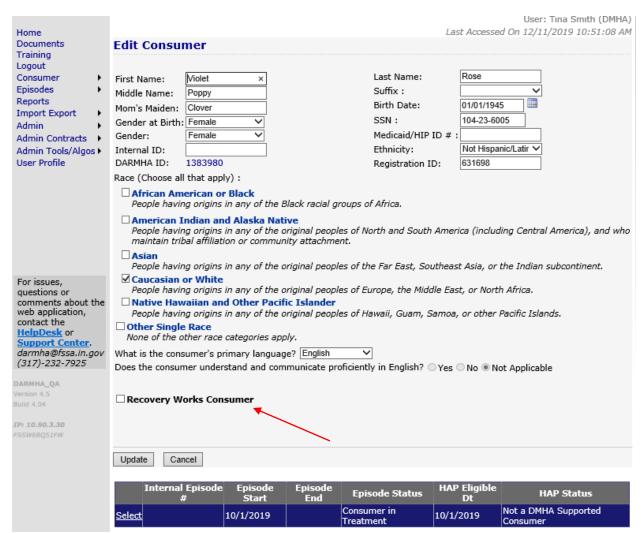


# Recovery Works Consumer Option

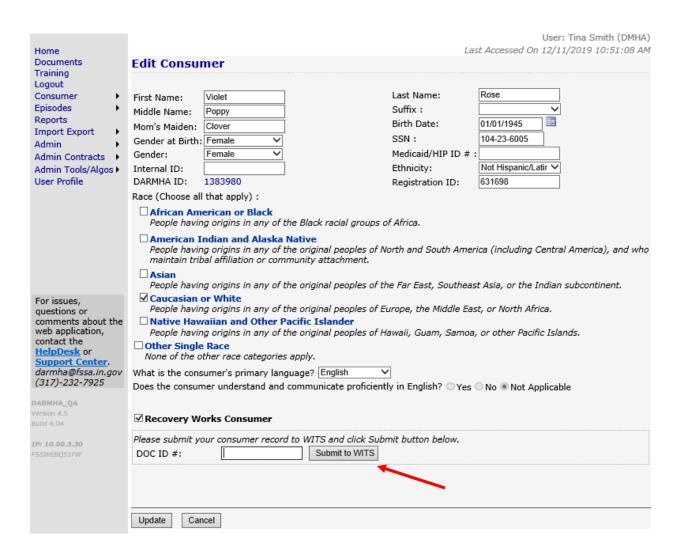
1. Go to the Consumer - View (on left side menu).



2. Click "Edit Consumer" to access the screen for editing. You will see a Recovery Works Consumer box on the bottom of the screen.



3. Click the "Recovery Works Consumer" check box.

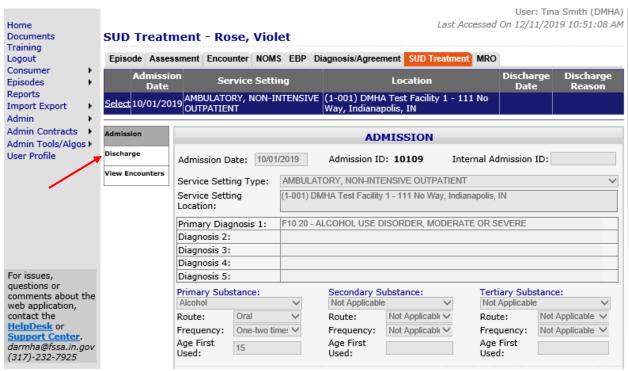


- 4. Once the box is checked, the DOC ID field will show up, add the DOC ID if appropriate. Select "Submit to WITS".
- 5. Once you've submitted the participant to WITS, you will then see a message with the WITS unique client number (UCN).

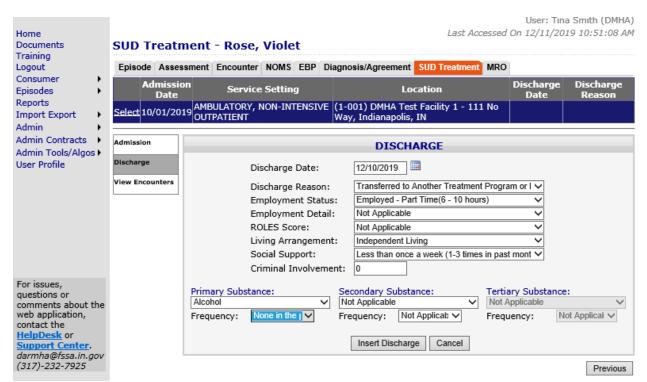


## Create SUD Discharge

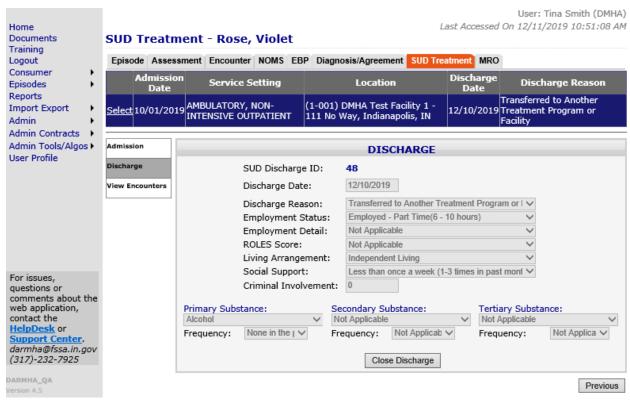
- 1. An SUD Discharge when treatment is completed, the consumer dropped out of treatment or transferred to another facility. There will be only one because you can only have one Admission open at a time.
- 2. Select the open Admission.



3. Select the 'Discharge' button on the left side of the screen.



4. Fill in the required fields and select the 'Insert Discharge' button.



5. The Discharge record is now closed and can't be edited.